# LENDER STEPS TO GAIN ACCESS TO E-TRAN

1. Go to http://www.sba.gov/banking and click on the **E-Tran** link on the right-hand menu.

2. Click on the link that reads "Search for Location I.D. and to reset password" (or access directly by copying the following website address into your browser - https://eweb.sba.gov/public/dsp_lendlookup.cfm).  Search for your bank using the bank name and State, at a minimum.  Write down this Location ID.

3. Go back to the E-Tran Banking webpage and click on the link that reads "Request for E-Tran User I.D and password" (or access directly by copying the following website address into your Internet browser - https://eweb.sba.gov/gls/dsp_addcustomer.cfm?IMAppSysTypNm=Elend).

   Fill in this page.
     Note:
      1. In order to get the State field to appear, you must enter your Zip Code and then Click on "Lookup Zip."
      2. You will need to make up a User ID.
   The rest of the fields are self-explanatory except you will need your Location ID that you looked up in Step 2 above.

4. After receiving your password (which should only take a minute), login to GLS (General Login System) at **https://eweb.sba.gov/gls**.  Click on the Access button at the top of the screen.

5. Scroll down to the folder that reads "Electronic Lending - Origination (ETRAN)" and click on it.  A series of check blocks will appear.  Select the block that reads "Enter/Edit Loan Applications."  If you would also like the ability to cancel loans through E-Tran, you should also scroll down to the folder that reads "Electronic Lending - Servicing (ETRAN)" and click on it, then select the "Update Loan & Guaranty Portfolio Servicing" check block.  Then scroll to the bottom of the page and click on the Submit button.

6. You will receive two e-mails notifying you that your E-Tran accesses have been approved.  You should then be all set to submit your loans through E-Tran.

7. To enter a new loan into E-Tran, login to the General Login System (GLS) and use your new User ID and Password. (Note:  Your GLS Password will expire after 90 days.  You may want to set up a reminder that you should go in and change it every 90 days.  If your password is reset, you can easily go to the GLS page and click on the "Forgot password?" link).

If you need help with any of these steps, contact a Lender Relations Specialist.